



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



12 January 2020

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/1st Lt Sarah Haynes, NCWG CAC Recorder

SUBJECT: CAC Meeting Minutes for 12 January 2020

1. Opening Business

a. Roll Call

- i. C/1st Lt Graham (Primary, NC-019)
- ii. C/MSgt Emaus (Primary, NC-124)
- iii. C/CMSgt Goncalves (Assistant, NC-124)
- iv. C/2d Lt Privette (Primary, NC-153)
- v. C/CMSgt Albu (Assistant, NC-153)
- vi. C/Maj Sullivan (Primary, NC-048)
- vii. C/1st Lt Perkins (Assistant, NC-048)
- viii. C/CMSgt Orrs-Wright (Primary, NC-143)
- ix. C/2d Lt Hernandez (Primary, NC-150)
- x. C/CMSgt Randolph (Primary, NC-079)
- xi. C/CMSgt Horton (Primary, NC-022)
- xii. C/CMSgt Vermillion (Assistant, NC-022)
- xiii. C/2d Lt Herman (Primary, NC-052)
- xiv. C/CMSgt Neal (Primary, NC-082)
- xv. C/2d Lt Miller (Assistant, NC-082)
- xvi. C/CMSgt Brannon (Primary, NC-825)
- xvii. C/2d Lt Pope (Primary, NC-007)
- xviii. C/Capt Gibson (Assistant, NC-007)
- xix. C/2d Lt Anderson (Assistant, NC-023)
- xx. C/2d Lt Talley (Primary, NC-031)
- xxi. C/2d Lt C. Endre (Primary, NC-170)
- xxii. C/2d Lt J. Endre (Assistant, NC-170)
- xxiii. C/SMSgt Wooters (Primary, NC-107)
- xxiv. C/2d Lt Maner (Primary, NC-111)
- xxv. C/2d Lt Ksous (Assistant, NC-111)
- xxvi. C/TSgt Franco (Primary, NC-162)



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



- xxvii. C/1st Lt Hoernlein (Primary, NC-300)
- xxviii. C/Capt Ross (Assistant, NC-300)
- xxix. C/2d Lt Nazzaro, Chair
- xxx. C/1st Lt Stange, Vice Chair
- xxxi. C/2d Lt Haynes, Recorder
- xxxii. Maj Hallihan, Senior Advisor
- xxxiii. C/Maj Randolph, NCWG Primary Representative
- xxxiv. SMSgt Emaus, NC-124 Senior Member

b. Region Briefing

- i. C/Maj Randolph reported that there are three current committees at the region level. The Administration Committee is responsible for drafting all region proposals before they are passed to staff or national CAC. They are responsible for creating a new MARCAC emblem and setting expectations for future CAC region terms.
- ii. The Cadet Training Instructor School Committee is proposing region wide events to prepare cadets for NCO leadership positions.
- iii. The Integrated Leadership Committee is also looking at creating region wide events, but to build practical and foundational skills for officers. These proposals are due at the end of January.

c. Squadron Reports

Representative discussed an upcoming squadron event they were looking forward to attending.

- i. **C/1st Lt Graham:** NC-019 will be having a special dining out event, where cadets, seniors, and family can see the presentation of six milestone awards.
- ii. **C/MSgt Emaus:** NC-124 has a dining out scheduled for March. They will awards, guest speakers, and presentations. In the spring, they will also partner with a local orphanage, where they launch rockets and teach drill.
- iii. **C/2d Lt Privette:** NC-153 is about to visit the local police department and see their SWAT unit training.
- iv. **C/CMSgt Albu:** NC-153 is also prepping for staff changes. They will be switching out their commander and flight staff.
- v. **C/Maj Sullivan:** NC-048 is hosting a cadet training weekend at the end of February.



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



- vi. **C/1st Lt Perkins:** NC-048's squadron banquet is coming up at the end of January for awards and promotions.
- vii. **C/CMSgt Orrs-Wright:** NC-143 is holding an ES training weekend.
- viii. **C/2d Lt Hernandez:** NC-150 has been planning an ES weekend with the mission of getting their cadets ground team qualified.
- ix. **C/CMSgt Randolph:** NC-079 also is hosting an ES training weekend to help their cadets get more qualifications.
- x. **C/CMSgt Horton:** NC-022 is prepping for an open house to recruit new cadets for the program. It will feature aerospace displays and a WWII veteran guest speaker.
- xi. **C/CMSgt Vermillion:** NC-022 also has an ES training event planned for April.
- xii. **C/CMSgt Brannan:** NC-825 has a mid-year celebration. The squadron is attached to a local school, so they will have an open gym featuring dodgeball and other games.
- xiii. **C/2d Lt Pope:** NC-007 is primarily focusing on rocketry, with a model rocketry launching day coming up in the next few months. They are also planning recruiting events at nearby high schools.
- xiv. **C/Capt Gibson:** NC-007 will also be presenting the colors at a Fayetteville hockey event.
- xv. **C/2d Lt Anderson** NC-023 has two upcoming Billy Mitchell promotions and are also working to create a fundraiser.
- xvi. **C/2d Lt Talley:** NC-031 has a fundraiser planned for the start of February. They will work with local businesses to raise money to get new uniforms for their cadets.
- xvii. **C/2d Lt C. Endre:** NC-170 has a study hall planned to assist some cadets with promoting.
- xviii. **C/SMSgt Wooters:** NC-107 recently had a weekend where their cadets got together and worked on ES. Around the holidays they had a banquet that featured a Billy Mitchell promotion.
- xix. **C/2d Lt Maner:** NC-111 will be having Blackhawk helicopter rides in March. They have also planned an indoor rock climbing trip.
- xx. **C/2d Lt Ksous:** In addition to the Blackhawk rides, NC-111 also has C-130 flights planned in April. A fourth NC-111 event is a summer mountain trip planned for July.



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



- xxi. **C/TSgt Franco:** NC-162 is participating in a model rocketry competition. They are also looking forward to a shadowing event at a national guard base.
- xxii. **C/1st Lt Hoernlein:** NC-300 will be holding their first squadron banquet. They will have a potluck and awards ceremony.
- xxiii. **C/Capt Ross:** NC-300 will also have an open house at the end of January.

2. Old Business

a. Committee Reports

Each committee chair updated the council on recent developments in their committees.

- i. **Support Staff Training Committee:** C/2d Lt Endre reported that the committee has restarted its research after their objective changed.
- ii. **Leadership Accountability Committee:** C/1st Lt Hoernlein said that his committee has had two committee conference calls since the previous CAC teleconference. Ideas discussed were creating a new leadership curriculum, developing a new mentoring program, and requiring a promotion board for each program. In the end, the committee decided to focus on reworking the CAPF 60-90. They would like to see a modified version introduced before the completion of each promotion.
- iii. **Safety and Preparedness Committee:** C/1st Lt Lionel Perkins has a goal to create a pre-RTW safety briefing. His committee decided the best method to do this is through creating a video. They have started writing a background paper describing their project to the RTW staff. They have another conference call scheduled and are on track to finish their proposal by wing conference.
- iv. **Professional Development Committee:** C/MSgt Emaus announced that they are focusing on their goal of improving staff training at wing events. They are looking into creating a pre-event staff training to address behavior, followed by a written accountability statement to assure compliance from the staff.
- v. **Recruiting and Retention Committee:** C/Maj Sullivan's committee has had several conference calls, and they decided on a proposal of requiring cadets attend an activity outside of squadron meetings before they can be



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



promoted to Staff Sergeant. A proposal is already being written, with a goal of completion before Wing Conference.

- vi. **Wing Website Committee:** C/2d Lt Miller announced the committee's primary objectives are to update the wing calendar and to fill in over 25 blank tabs.
- vii. **Medical Advancement Committee:** C/CMSgt Goncalves said the committee is creating a presentation that will be featured at wing conference.

3. New Business

a. Open Floor

- i. C/2d Lt Maner proposed an idea to add state and national qualifications such as EMR, EMT, and paramedic to the CAP 101 card. However, due to insurance conflictions and difficult qualification confirmations, it was decided to put this proposal on hold until after the wing conference.
- ii. C/2d Lt Maner would also like to see qualifications such as private pilot's license and ranger certifications added to the 101 card as well.
- iii. C/2d Lt Herman heard from Lt Col Leighton that the only type of first aid cadets are allowed to perform on a non-CAP member is basic first aid. In light of this, EMT would not be necessary on a 101 card. Herman added that another senior member informed him that it is possible to upload an EMT certification card to eServices.
- iv. C/CMSgt Orrs-Wright found recruiting pamphlets in VAWG and wondered how NCWG might get access to them. He was directed to look for recruiting pamphlets under "Admin" in eServices. If cadets do not have access to them, a senior at his unit should.

4. Closing

a. Next CAC Assemblage

8 February, 2020 at Wing Conference

b. Upcoming Events

- i. 7-9 February NCWG 2020 Wing Conference
- ii. 27-29 March NCWG Drill and Ceremonies Academy

c. Announcements



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



- i. Major Hallihan encouraged the council to fill out Wing Banquet RSVPs for T-shirt orders.
 - ii. New Microsoft 365 emails have been created for NCWG. These emails should be used respectfully for CAP purposes and not for school work or games.
 - iii. Wing Banquet has some exciting changes for 2020. CAC cadets will be transported ahead of the rest of the cadet body in order to get started on their work early. Major General Smith will be visiting the committee during this time Saturday.
 - iv. Proposal deadline for Wing Conference presentation is January 26. This will ensure they are sound and well written in preparation for viewing by the national committee.
 - v. The Wing Website will be launching soon. The CAC page has been updated for last term. The blank Cadet Programs pages can be filled by the Wing Website Committee.
- d. Adjournment
- The meeting was adjourned at 2053 by C/CMSgt Neal and seconded by C/2d Lt Miller.

//SIGNED//

SARAH E. HAYNES, C/1st Lt, CAP
North Carolina Wing CAC Recorder

cc: NCWG/CC
NCWG/CP
NCWG/CPA
NCWGCAP.org/CP